

DEPARTMENT OF SOCIAL SERVICES

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May 13, 1981

ALL-COUNTY LETTER NO. 81-52

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: ASSISTANCE CLAIMING INSTRUCTIONS: TIME-ELIGIBLE REFUGEES AND ENTRANTS;
RETROACTIVE ADJUSTMENTS OF FEDERAL REIMBURSEMENT IN REFUGEE AND ENTRANT
CASES

REFERENCE: ALL-COUNTY LETTERS: NO. 81-17; NO. 81-37; NO. 81-39; No. 81-45

As you are aware, Public Law 96-212 effective April 1, 1981 provides that certain individuals previously eligible for the Refugee Resettlement Program are no longer eligible because they have exceeded the 36-month time-eligible requirement. Thus, payments for some Family Budget Units (FBUs) and/or individual members within the FBU will have to be excluded when computing funding under the Refugee Resettlement Program. In addition, some AFDC refugee FBUs will now include all nonfederal members and some will now include both federal and nonfederal members.

Public Law 96-422 provides that the 36-month time-eligible requirement is also applicable to individuals who are eligible for the Cuban/Haitian Entrant Program.

It was necessary to revise fiscal claiming Form DFA 844 in order to correctly identify the additional federal funds claimable for time-eligible recipients of the Refugee Resettlement and Cuban/Haitian Entrant programs. The first section of this letter provides instructions for use of the revised form.

Refugee Resettlement Recipients

You were instructed in All-County Letter No. 81-37 to separately identify time-eligible refugees from time-expired refugees and/or nonrefugees within an AFDC FBU. Lines one through eight on the revised Form DFA 844 will be used for AFDC cases which include time-eligible Refugee Resettlement Program recipients.

Currently, suggested codes IR and OR, or the approved substitute codes, are used on the AFDC payroll to identify expenditures for refugees who meet the federal eligibility requirements under the AFDC Program. These codes, or the approved substitute codes, will now be used to identify the expenditures for any AFDC case (federal and/or nonfederal) which includes one or more time-eligible refugees. The refugee data summary at the end of the AFDC payroll must separately identify

federal and nonfederal persons count in addition to the summary data requirements listed on page two of All-County Letter No. 81-17. (For this report only, include essential persons (federal) with the federal persons count.) It will also be necessary to accumulate the total time-eligible refugees in these cases. This is to be accomplished within the reporting system or manually by whatever method is feasible for the county. Counties must be prepared to substantiate this count in case of an audit.

The above data will be used to: (1) compute the federal percentage so that the total nonfederal share of expenditures for these cases can be determined and (2) compute the time-eligible percentage so that the additional federal funds claimable for time-eligible refugee recipients can be determined.

Cuban/Haitian Entrants

You were instructed in All-County Letter No. 81-39 to separately identify time-eligible Cuban/Haitian Entrants from time-expired entrants and/or nonentrants within an AFDC FBU. Lines 14 through 21 on the revised Form DFA 844 will be used for AFDC cases which include time-eligible Cuban/Haitian Entrants.

On the AFDC payroll, it will be necessary to identify any case which includes one or more time-eligible Cuban/Haitian Entrants. This will be accomplished by use of the payment code CH, the code previously suggested for identifying entrants in receipt of federal AFDC (see ACL No. 81-17, page 3). As with the Refugee Resettlement Program recipients, it will be necessary to summarize data for the AFDC cases which include Cuban/Haitian Entrants at the end of the AFDC payroll and to identify the total time-eligible entrants in these cases. Note: As of April 1, 1981, the only time-expired entrants, if any, will be Haitians who arrived in the United States prior to April 30, 1978.

We have also revised Form DFA 843 to include time-eligible Refugee Resettlement children and Cuban/Haitian Entrant children in receipt of nonfederal AFDC-FC. (Currently, this form includes only Cuban Program Phasedown children in receipt of nonfederal AFDC-FC.)

Retroactive Adjustments

This section of the letter provides instructions for making retroactive adjustments in the following areas when applicable:

1. To identify the nonfederal share of AFDC payments and GA payments made in behalf of Cuban/Haitian Entrants for which additional federal reimbursement under the Cuban/Haitian Entrant Program has not been claimed.
2. To identify the nonfederal share of AFDC payments and GA payments made in behalf of Other Refugees for which additional federal reimbursement under the Refugee Resettlement Program had not previously been claimed.

It will be necessary to delete from amounts previously claimed those assistance payments and contra roll items (cancellations, abatements, adjustments and repayments) initially reported on one aid code or identification code and to reclaim on the appropriate aid code or identification code. Adjustments must be substantiated by reporting the items on the integrated payroll on the payroll code used for adjustments by your county or on a separate listing.

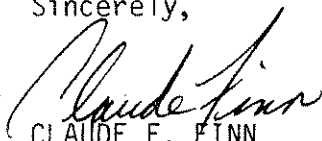
Minimum information required for adjustments is case number, case name, persons count, amount of aid, the month for which payment was made, warrant number and date of issue. When applicable, include county supplemental and the nonreimbursable share of increases to AFDC-FC rates.

On the attached charts we have provided an outline of the assistance expenditure adjustments which may be necessary and the adjustment process involved. Because of limited funding it is recommended that adjustments for additional funding be claimed at the earliest possible date.

The revised Forms DFA 844 and DFA 843 are to be used with the claims for May 1981. Any adjustments necessary to correct the claiming of time-eligible refugees for April 1981 should be made on the May claim or as soon thereafter as possible. An initial supply of the revised forms will be sent to you under separate cover.

If there are questions concerning the revised forms or retroactive adjustments of assistance expenditures, please contact Cheryl Adamo at 916/323-0276 or Gen Whitfield at 916/323-0277.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration

Attachment

cc: CWDA